

Community Health Worker Advisory Committee - Meeting

February 10, 2020, 1:00 – 3:00 p.m.

**Maryland Department of Health
201 W. Preston St., Conference Room L3
Baltimore, MD 21201
Draft Minutes**

Advisory Committee Members Present

Alexander, Fay (Secretary)
Amaya, Lilian
Campos, Rosario
Funn, Griselda
Gilligan, Kathleen
Hollar, Robin
James, Jude
Moran, Ryan
Phillips, Frances (Chair)
Scott, Tiffany (Vice Chair)

Advisory Committee Members Teleconference

Contreras, Kevin
Jones, Rebecca
Talbert, Kate
Trisch, Bradley

Maryland Department of Health Staff

Backe, Tina
De Pinto, Cheryl
Donohue, Deborah
Hiner, Kimberly (Staff)
Jenkins, Juliette
Tenemaza, Pamela

Welcome & Roll Call/Introductions

Frances B. Phillips, chair, opened the meeting by providing a welcome and greetings to the Committee member and the members of the public. Each Committee member, both in-person and on the phone, introduced themselves.

Upcoming meeting: May 18, 2020, 1-3 pm., MDH, 201 West Preston Street, Conference Room L3, Baltimore

Opening Remarks

Frances B. Phillips, Chair, presented opening remarks to update the group on the state of coronavirus in the U.S. and Maryland. Cheryl DePinto responded to a question about the 2020 Maryland legislative session, confirming that none of the legislation under consideration for this session relates directly to community health workers.

Meeting Minute Approval

The Advisory Committee voted and approved the December 16, 2019 meeting minutes.

- Ryan Moran – motion to approve, Jude James – 2nd

CHW Certification Program Implementation

Advisory committee staff, Kim Hiner, provided an update on the CHW certification program implementation.

Proposed Regulations Update

COMAR 10.68.01 and 10.68.02 went into effect on December 30, 2019.

Certification Update

As of February 10, 2020, MDH has issued a total of 230 community health worker certifications. The community health worker certification team has increased their outreach this past month and have seen a corresponding increase in applications. The official application deadline for experience based CHW certification is March 31, 2020.

A 60-day extension beyond that deadline will be announced for any applicants who may be encountering challenges with receiving their letters of validations in a timely manner. However, the program is holding off on announcing that extension for now, to encourage as many CHWs as possible to apply by the official deadline. Kim reminded that the MDH CHW team continues to be available for technical assistance with CCHW applications.

Kim requested assistance from the Advisory Committee for recommendations for additional outreach avenues. Lilian Amaya suggested Latino Provider Network monthly meetings and the Governor's Office of Multicultural Affairs. Rosario Campos suggested Frederick Memorial. Kim also requested suggestions for content to be included in newsletters and other outreach, as well as to communicate to MDH CHW team any barriers that have arisen during the application process.

The CCHW application process based on completion of an accredited training program will open April 1, 2020.

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CHW Certification Training Program Accreditation Process

Proposed Regulations Update

Advisory committee staff, Kim Hiner, provided an update on the CHW certification training program accreditation process. The training program accreditation application process under COMAR 10.68.02.03 launched on January 1, 2020.

Outreach and education

CHW team has reached out to known training entities to inform them of the accreditation opportunity and application process. Team offered a technical assistance webinar on January 13, 2020 which was well-attended (40 registrants). Another technical assistance webinar will be offered February 19, 2020 at 3pm. One-on-one assistance is also available from MDH CHW team.

As of 2/10/2020, 1 application has been submitted to MDH and 6 draft applications are in-process.

Application Review Committee

Applications for CHW and Health Professions Educator seats are being accepted through February 24, 2020. in-person review committee orientation will be held Monday March 16, 2020 at 12pm-4pm. For the state CHW advisory committee seat, members don't need to apply online, simply submit statement of interest to Kim Hiner via email.

Committee Meeting Dates for 2020

Advisory Committee staff, Kim Hiner reminded the CHW Advisory Committee of the remaining upcoming meeting dates for 2020:

- May 18th, 2020
- August 17th, 2020
- November 16th, 2020

Closing Remarks

Chair Frances B. Phillips provided closing remarks. The next meeting is May 18, 2020, 1-3 pm., MDH, 201 West Preston Street, Conference Room L3, Baltimore MD. Summarized that the community health worker certification program is mid-transition between phases 1 and 2 (certification and training program accreditation). She emphasized that diabetes is an example of a high health need area in Maryland, and it may be beneficial in phase 3 to develop CHW specialty area certifications to address such needs. She thanked everyone for their hard work and outreach efforts. Kim took a question from an online participant, confirming that yes MDH CHW program will publicly list accredited training programs online, but only *with* program's permission. After this meeting adjourns, members were invited to stay and discuss the draft CCHW renewal manual. Phone/online participants were invited to provide feedback on the document via email using "track changes" in the attached Word document. Any public participants were encouraged to address questions on the

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training program accreditation process to Tina Backe and Juliette Jenkins immediately following this meeting.

Adjournment

Motion to adjourn: 1:45 PM

DRAFT

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